






## Agreement Edit Information

Return this form and original executed agreement to HQ Accounting Services

Agreement Review <input type="radio"/> Region Approved and Executed <input type="radio"/> HQ Agreement Review Transmittal Required		Agreement Number		Supplement Number				
Agreement Retention <input type="radio"/> Retain Agreement for six (6) years after closure <input type="radio"/> Agreement requires permanent retention (75 years)		Agreement Manager		Region				
Payor/Payee Name and Address		Org. Code	 All Reports will be sent to this Organization Number					
		Start Date				 Vouchers will not be paid for work performed before this date		
		End Date				 Vouchers will not be paid for work performed after this date		
Federal Employer ID Number <b>OR</b> Social Security Number								
Project Title								
Project Description								
<b>Payable Agreement</b> Work by Others to be PAID by WSDOT			<b>Reimbursable Agreement</b> Work by WSDOT to be REIMBURSED by OTHERS					
Maximum Amount Payable			Amount Reimbursable to WSDOT					
Management Reserve Fund (Funds setup when requested)			Reciprocal Overhead Agreement Number (If applicable)					
Allowed Overrun Percent			Allowed Overrun Percent					
Preparer's Signature		Date		Phone				